

# THE CHICAGO-KENT COLLEGE OF LAW CAREER SERVICES OFFICE MONTHLY 1L NEWSLETTER November 2010 Edition



## Your Career Path: A Cornucopia of Choices

- **Make-Up Procedures for Mandatory Orientation Program**

If you were unable to attend The Career Services Office's mandatory orientation program for 1Ls, you must watch the video on-line. The program is listed among other Career Services programs from this semester on the "Programs and Videos" page of the Career Services website ([click here](#) to be taken directly to the page). The user name to watch the video is "videos" and the password is "kentlaw." If you have not turned in your career interest survey, please do so right away, so we can assign you to a career counselor and send you a password to Symplicity, our job posting and career management system.

- **Make-Up Procedures for Resume & Cover Letter Session**

If you were unable to attend the Career Service Office's Mandatory resume and cover letter session, the program is listed among other Career Services programs from this semester on the "Programs and Videos" page of the Career Services website ([click here](#) to be taken directly to the page). The user name to watch the video is "videos" and the password is "kentlaw."

If you are interested in reviewing the slides, or obtaining a copy of the handout from the session, those resources are also listed on the password protected page.



- **Getting to Know Your Career Adviser** - It is important to establish a relationship with your Career Services adviser. You will soon be receiving an email with the name of your assigned career adviser and instructions on how to schedule an appointment. We are asking that each of you schedule an appointment with your career adviser before January 14, 2011. However, if you are interested in any of the opportunities with a December deadline – the Public Interest Law Initiative (PILI) internships, large firm summer associateships, intellectual property internships, and/or certain federal government opportunities like the US Attorney’s Office – you should meet with your career adviser as soon as possible.

Each meeting should take about 30 minutes. Please bring an updated legal version of your resume and some ideas of types of legal practices you would like to learn about or job experiences you would like to get. During the initial meeting, you can get ideas on practice areas, practice settings and opportunities available to 1Ls. We are available to meet during the winter break, although *the CSO is closed December 24th through January 3rd.*

- **Don’t know what type of law interests you?** – We recommend the “**Official Guide to Legal Specialties,**” by Lisa L. Abrams, J.D. The author interviewed attorneys who practice in 30 areas of law, from Admiralty & Maritime Law to Trust & Estates, and asked them to describe where they work, the cases they work on, what daily activities are involved in their practice, what is rewarding about their practice, and the training and skills law students should gain in order to prepare for a career in their field. One of our career advisors says, “I wish I had read this in my first year of law school, it would have provided me with more focus. There are so many types of law and so many places to practice law (law firms of all sizes, government agencies, public interest organizations, corporations, legislatures). Why didn’t someone tell me about this book!”



- **Go to Upcoming Career Services Programs**

**Programs for this week:**

***Trial Law Society: Litigating Cases in the News***

The Trial Law Society & Career Services Office present: a Panel of Attorneys Including Former Will County State’s Attorney Jeff Tomczak and Illinois Third District Appellate Judge William E. Holdridge discussing their role in litigating Cases in the News. **Wednesday, November 3 from 11:45am to 12:45pm in Room 570. Food will be provided!**

***Education & School Law Society Public Sectors Careers Panel***

The Education and School Law Society and the Career Services Office are hosting an Education Public Sector Panel in order to allow students to learn about potential careers in the public sector

specifically relating to education and schools. Join us **Wednesday November 3rd at 3:00 pm in Room 345. Pizza will be provided!**

**Please mark your calendars for these other upcoming programs:**

- *Careers in Legislative Advocacy*, November 8, 3:30pm – 4:30pm, Room 510 (co-sponsored by the American Constitution Society)
- *Preparing Your Public Interest Law Initiative (PILI) Application*, November 9, Noon-1pm, Room 270 (co-sponsored by KJF)
- *The Out-of-State Job Search*, November 10, 3pm-4pm, Room 270
- *International Summer Opportunities*, November 15, 3:30pm-4:30pm, Room 510 (co-sponsored by the United Nations Law Student Association and the International Law Society)
- *Judicial Internship Opportunity Program (JIOP) and Association of Corporate Counsel (ACC) Minority Law Student Panel Discussion*, November 16, 12-1pm, Room 270 (cosponsored by APALSA, BLSA, the Lambdas, HLLSA and SALSA)
- *Corporate Counsel Panel & Reception*, November 16, Panel: 5:30-6:30pm; Reception: 6:30pm-8:00pm, 10<sup>th</sup> Floor Event Room (Presented by APALSA and the CSO and co-sponsored by BLSA, the Lambdas, HLLSA, and SALSA)
- *The Job Search Over Winter Break*, November 30, Noon-1:00pm, Room 580

Once you receive your Symplicity passwords, please RSVP for these programs through the Events section of Symplicity.



- **Attend the Meet the Public Service Employers Reception, November 10** - Meet local public interest and government agency employers and find out about internship and volunteer opportunities. This reception is a project of the Chicago Area Law School Consortium (CALSC), which includes Chicago-Kent College of Law and will be held in Kasbeer Hall at the Loyola Law School from 5:30pm-7:00pm. You do not need to RSVP, just come and experience this amazing opportunity to talk to public service employers directly. Organizations confirmed as attending (more to be added) –

Cabrini Green Legal Aid	Illinois Department of Children & Family Services
CAIR Chicago	Illinois Department of Revenue
CARPLS	Illinois Human Rights Commission
Center for Disability & Elder Law	Illinois Legal Aid Online
Chicago Area Schweitzer Fellowship Program	Illinois Student Assistance Commission
Chicago Coalition for the Homeless	Legal Assistance Foundation
Chicago Park District	Midwest Workers' Association
Chicago Transit Authority	National Immigrant Justice Center
Citizen Advocacy Center	Office of the Comptroller of the Currency
Cook County Office of the Public Guardian	Office of the State Appellate Defender
Cook County Treasurer's Office	PILI
Domestic Violence Legal Clinic	Prairie State Legal Services
DuPage County State's Attorney's Office	Special Ed Advocacy Center
Equip for Equality	U.S. Department of Education – Office for Civil Rights
Federal Deposit Insurance Corporation (FDIC)	U.S. Department of Health & Human Services

Federal Trade Commission (FTC)	U.S. Department of Housing & Urban Development
Federal Transit Administration (FTA)	U.S. Environmental Protection Agency
Illinois Attorney General's Office	U.S. Securities & Exchange Commission
Illinois Criminal Justice Information Authority	U.S. Trustee's Office



- **Think about Your Career Path.** We have lots of books in the CSO about various areas of practice, practice settings, etc. The Library also has resources that can be checked out. There are also numerous websites that you can use to help you evaluate different types of law. As you have time, review these resources and consider how your skills and interests will fuel the types of legal experience you will get while you're in school.



- **Apply for Scholarship and Fellowship Opportunities with Big Firms**

- *Vedder Price Diversity Scholarship for 1Ls* - Vedder Price is accepting applications for its 2011 Diversity Scholarship for 1L students. Eligible candidates are first-year law students enrolled at various Illinois law schools, including Chicago-Kent. The application form specifies additional eligibility requirements. In the past, the Vedder Price Diversity Scholarship has included a \$5,000 monetary award for law school-related expenses for each year that the recipient remains in good standing at one of the qualified Illinois law schools, as well as a summer internship position after their first year of law school. For an application, please [click here](#). **Applications must be postmarked by December 15, 2010.** If you have any questions, please contact Ms. Bo Kim at [bkim@vedderprice.com](mailto:bkim@vedderprice.com).
- *McAndrews, Held and Malloy 2011 Diversity in Patent Law Summer Fellowship Program for 1Ls* - Each year, McAndrews offers a \$5,000 fellowship and a paid summer clerkship to a qualified first-year law student at an ABA-accredited law school who has a diverse background, possesses a degree in science or engineering, and is committed to pursuing a career in patent law in Chicago. Applications for the 2011 fellowship will be accepted beginning in late 2010 and the deadline will likely be in mid-January. As a summer associate, the Diversity Fellow will gain experience in a wide range of intellectual property law and will be eligible to receive an offer to return for a second summer. To facilitate the Diversity Fellow's professional growth and learning, a member of the McAndrews Diversity Committee will serve as a mentor and resource. The website [www.mcandrews-ip.com/diversity\\_fellowship](http://www.mcandrews-ip.com/diversity_fellowship) provides further details about this opportunity. Please keep an eye on the Record and future editions of the 1L Newsletter for details on the application process.



- **Apply for jobs with government agencies.** Here are just some of the government agencies that are currently accepting applications from 1Ls. Check out the Government Honors and Internship Handbook in the Document Library on Simplicity for a *complete* listing and for more information. **As always, although agencies may have long or rolling deadlines, the sooner you apply the better your chances will be:**

**Rolling:**

*Dept. of Commerce - National Oceanic & Atmospheric Administration, Office of General Counsel for International Law - Legal Extern Program, Rolling Basis*

*Dept. of Education, Office of General Counsel - Legal Internship Program, Rolling Basis*

*Dept. of Energy, Office of General Counsel – Law Student Internship Program, Rolling Basis*

*Environmental Protection Agency, R5 (Chicago) - Volunteer Externship Program, Rolling Basis*

*Equal Employment Opportunity Commission, Office of Federal Operations - Volunteer Legal Intern Program, Rolling Basis*

*Federal Communications Commission, Consumer & Governmental Affairs Bureau, Consumer Policy Division ; Enforcement Bureau, Media Bureau, Office of General Counsel and Other Offices - Student Internship Program, Rolling Basis*

*Federal Energy Regulatory Commission, Rolling Basis*

*Federal Trade Commission, Midwest Region (Chicago) - Extern Program, Rolling Basis*

*U.S. Trade & Development Agency, Office of the General Counsel – Summer Legal Internship Program, Rolling Basis*

**December:**

*Federal Aviation Administration, Office of Chief Counsel – Law Honors Program, Dec. 1, 2010 (W) for Spring*

*Federal Trade Commission, Bureau of Competition - Summer Intern Program, Recommended Dec. 1, 2010 (TU), earlier than Feb. 1st deadline for 1Ls*

*Dept. of Health & Human Services, Centers for Disease Control & Prevention, Office of General Counsel - Summer Internship Program, Dec.31, 2010 (F)*

*Securities & Exchange Commission, Summer Honors Law Program, Not yet established for 1Ls, last year's deadline was ASAP after Dec. 1st*

*Dept. of Transportation, Office of Aviation Enforcement & Proceedings - Volunteer Legal Internships (Summer), ASAP After Dec. 1, 2010 (W)*

*Dept. of Transportation, Federal Highway Administration - Summer Transportation Internship Program for Diverse Groups, Dec. 1, 2010 (W)*

*Transportation Security Administration, Office of Civil Rights - Summer Law Student Internship Program, after Dec. 1, 2010, but no later than end of March*

*Dept. of Defense, Office of General Counsel, Summer Honors Legal Internship Program, Dec. 7, 2010 (TU)*

*Department of Treasury, Office of General Counsel - Summer Honors Program, Dec. 31, 2010 (F)*

*US Attorney's Office, Northern District Office: early December*

Contact your Career Counselor with questions about any of the above opportunities or go to the Government Honors & Internship Handbook 2010-2011 using the link in the Document Library on Simplicity.



- **Get Comfortable with Symplicity.** Symplicity is going to be an important job search resource for you throughout your time at Chicago-Kent. Once you receive your password information, log in to make sure your password works. Fill in the Profile section as completely as possible (we use your Practice Area preferences to send you important information regarding upcoming programs, urgent job postings, etc. so the more information you can give us, the better). Upload your resume in the Document section once you've met with your Career Adviser.



## Legal Resumes for Students

**We hope that you have already attended one of our mandatory sessions on Legal Resumes and Cover Letters, but here is a refresher. Please follow the guidelines below when preparing your resume for your first meeting with your Career adviser.**

A resume is a marketing tool that serves as an introduction to a potential employer. They are necessary when applying for volunteer and paid law clerk positions as well as attorney positions. Your resume should highlight your strengths and background in a way that will convince a prospective employer to take a closer look at you. For this reason, you will want to compile one early in your law school career and update it as you establish additional academic credentials and relevant experience. Resumes should always be accompanied by a cover letter. Whether the resume is mailed, faxed or sent electronically, a cover letter will offer the personalization that you desire to create with a potential employer. Information regarding cover letters is included later in this handout.

### RESUME ETHICS

In a competitive market, the temptation to exaggerate one's credentials can occur; *don't* let yourself fall prey to this temptation. All information with respect to a candidate's academic record, school activities, employment history, or other biographical data *must* be strictly accurate. **(See Section 18.2 in the Student Handbook for the rules governing accuracy of credentials).** Anyone known to be deliberately providing false information about credentials will be identified to the academic dean for possible disciplinary action.

### FORMAT & STYLE

There is no single way to set up a resume. Of the many acceptable resume formats, you will need to determine which format best represents you and your experience. However, there are some general rules you should keep in mind:

1. Prospective employers typically take 10-30 seconds to initially review your resume. Make sure your resume is arranged so that a good impression can be gained by a quick glance. Judicious use of white space will allow the reader's eyes to be drawn to key words; don't try to fit so much on a page that it becomes difficult to read. Use of bullets is a good way to draw attention to your various accomplishments.
2. Use of phrases, not complete sentences is preferable (avoid the use of personal pronouns.)
3. Use active verbs (e.g. developed, researched, managed, administered, etc.)
4. Limit your resume to one page unless you have extensive or unusual education and experience.
5. Stick with an easy-to-read font. Using less than a 10 pt. font is not recommended.
6. Be sure to spell check your resume and read it backwards to catch any and all mistakes.

7. Test-market your resume before printing it. Ask others to read it (attorneys if possible) and get feedback on the impression it makes. It is extremely helpful to have someone who does not know you well read it.

## CONTENT

- **Contact Information** - This information should be placed prominently at the top of your resume. The inclusion of your e-mail address is recommended. If you use a cell phone number as a method of contact, make sure you are in a quiet place when answering calls from unknown numbers. If you are seeking a job in Chicago, you should use only your Chicago address. However, if you are from another area of the country, plan on returning there, and have a "permanent address" in that area, you should list both your school/Chicago address and your permanent address on the resume you use for your job search in that area. It is perfectly acceptable to create two versions of your resume--one with both addresses and the other with Chicago only--to use with concurrent job searches.

- **Objectives** - No statement of objective is necessary. You should address your objectives in a cover letter or at an interview.

- **Education** - Your educational history should be the first substantive section of your resume (this is true even if you've had post-undergrad professional work experience). List the schools you attended in reverse chronological order with Chicago-Kent College of Law first. For law school, list the degree you are pursuing (e.g. Juris Doctor; Juris Doctor/Master's in Business Administration; LL.M. in Tax) and your expected date of graduation. Students enrolled in a certificate program can note that information immediately following the "Juris Doctor" line. For undergraduate and other graduate schools and corresponding degrees, be sure to include the month and year the degrees were conferred and the specific degree received. If you studied abroad a semester or year, include it. Do **not** include high school education information on your resume.

- **Grades** - Whether or not you report your grades on your resume is strictly up to you. However, class rank and GPA can be selling points and are an important "criteria" for some employers. If you rank in the upper half of the class, it is recommended that you include them on your resume. If you decide to include your GPA and class rank, they *must* be those which have been provided to you by the Registrar's Office. **Rounding up your GPA is NOT allowed.** For example, a 3.28 cannot be rounded to 3.30; and a 3.147 is a 3.14 or 3.147, not 3.15. If you decide to list the percentage of the class within which you rank (i.e. Top 15%), you calculate the percentile by dividing your rank by the number of students in the class (the number of students in your class must be the official number provided by the Registrar). Carry the division out **four decimal places** and convert to a percentile. For example: 54/266 or 54 divided by 266 = .2030 or 20.3% or Top 20%; rank 63/266 or 63 divided by 266 = .2368 or 23.68% or Top 24%. When determining how to list class rank, anything between the whole number and .4999 should be rounded down (i.e. 25 - 25.4999 = Top 25%); anything above .4999 should be rounded up (i.e. 25.5 and above to 26.4999 = Top 26%). If your rank is below the 50% mark and your cumulative GPA is below a B average (3.0/4.0), it is recommended that you leave your rank and GPA off your resume. You can talk about your grades and your skills in an interview. If your grades in a few specific courses are high, consider listing them separately, especially if they are courses extremely relevant to your career goals (e.g., you want to be a litigator and you received an A in Trial Ad). If your Legal Research and Writing grades have been consistently high, list them as well.

- **Honors and Activities** - If you have honors and activities related to your legal and undergraduate education, list them immediately below each school, degree, and grade information. Academic honors, such as *cum laude*, should follow the degree and be italicized. When listing information about law school, list all honors and activities of importance such as a Law Review, participation on other journals, Moot

Court, Dean's List, legal clinic, fellowships, scholarships, committees, student organization memberships and offices, and awards.

**Note the following with regard to specific activities:**

- **Dean's List** – If you have been on Dean's List some, but not all of the semesters you have been in law school, you must be sure to make that clear on your resume. Each semester that you achieved Dean's List status should be listed *unless* you have made Dean's List all semesters (**if you have achieved Dean's List all semesters** you may use the general statement "Dean's List" without any qualifiers). For example if you made Dean's List three out of the four past semesters, you should list it as:

Dean's List: Fall 2001, Fall 2002, & Spring 2003; **or** Dean's List: three of four semesters.

- **Law Review and Moot Court** – If you have just accepted membership on Law Review or in Moot Court or have served less than two academic terms, you must qualify the membership statement as follows:

**Chicago-Kent Law Review**, member as of August 2003

**Moot Court Honor Society**, member as of August 2003

If you served on Law review or Moot Court but are not enrolled this semester, you must qualify your membership with the period served (e.g. Moot Court Honor Society: 2000 – 2002.)

If you were invited to join Law Review or Moot Court but declined, you must list it as: "Invited to Moot Court Society membership; respectfully declined."

- **Legal Publications** - If you have written a law-related article that has been or is about to be published, list it immediately after the education section. Be sure to use the correct citation. If the articles are not law-related, list them under a "Publications" heading toward the end of your resume, after work experience (see Other Categories section).

- **Employment/Volunteer Work** - This is generally labeled "Experience" to allow inclusion of relevant activity which may not be employment per se, such as volunteer internships and other positions of responsibility. If you have substantive pre-law experience, include any special responsibilities or achievements. Show promotions and increased responsibility, if applicable. List your jobs in reverse chronological order, unless there is an obvious way to organize them differently. If you supported yourself throughout your education, you can state this as well (e.g., Financed 75% of education through summer and part-time employment).

Also consider listing volunteer work under your "Experience" section or as a separate "Volunteer/Community Service" section (e.g. Volunteer canvasser for Senator Ted Kennedy, Fund-raising Aide for Community Theatre Projects, Literacy Volunteer at Uptown Center). Keep in mind that volunteer work and community service can be particularly important when applying for jobs in the public sector. If you have both legal and non-legal work experience, you should have a "*Legal Experience*" section in addition to an "*Experience*" or "*Other Professional Work Experience*" section. Include all jobs that are relevant to your legal training, including volunteer and extern positions. Give the name of the employer and the city and state in which it is located. State your job title (i.e. Student Intern, Judicial Extern, Law Clerk, Research Clerk, etc.) followed by the dates of employment. Using bullets or a paragraph format, proceed to describe your responsibilities briefly. (*Students participating in the Externship programs or working in the Law Offices of Chicago-Kent should refer to the handout, "Resumes - Clinical Experience" by Professor Gary Laser. He has outlined the standard format for describing your clinical experience and documenting your supervising professor. For Judicial Externships, it is also advised that you review your description of responsibilities with your supervising judge or law clerk and Professor Vivien Gross.*)

Use action words as much as possible to describe your accomplishments (e.g. supervised, interviewed, analyzed, researched, drafted, organized, etc.) There is a long list of sample active verbs on page 13 of this guide. Avoid the phrase "responsibilities included...." and the word "duties." List the substantive areas of law in which you dealt, the types of legal documents which you drafted, and the responsibilities which you were given.

- **Interests** - Whether to list interests or not is up to you. If you choose to, be aware that they are conveying an image to an employer. Do not feign an interest. If you indicate you are interested in Sub-Saharan cultures, spelunking, and spin-art, make sure you can keep up an erudite conversation on these subjects. This kind of information can be helpful in sparking conversation in an interview and also tells the resume reviewer something about you as an individual.
- **Other Categories (Languages, Professional Licenses, Publications, etc.)** - You may also have special qualifications that you would like to call to the attention of employers. Knowledge of foreign languages, extensive travel, publications, professional affiliations, professional licenses (CPA, pilot's, real estate) and organizations to which you belong are elements you might want to include. If any of these tie in with your overall career goal, you should definitely list them. If you have extensive publications from your previous career, you might want to leave them off your resume (so your resume does not exceed one to two pages) but attach a separate addendum listing them.
- **References** - It is not necessary to say "References Available Upon Request" on your resume since that is assumed by employers. If you want to include your references with an application, it is, in the interest of keeping your resume concise, preferable to have a separate sheet which lists two to three references (the heading for this reference list should be the same as your resume heading). Never list a reference unless you have asked that individual in advance. Law faculty and legal employers (someone who can speak to your potential as an attorney) are the best. Undergraduate faculty and former employers are also appropriate references. **Do not use relatives, friends, or other personal references.** Be sure to include the reference's name, title, affiliation, address and phone number.
- **Request for Confidentiality** - **If you are employed and are seeking a job change**, you probably don't want your current employer to know that you are job hunting. It is appropriate to include a statement, at the very bottom of the resume, requesting that a prospective employer not contact a current employer: "It is requested that current employer not be contacted." Or "**Confidentiality with regard to present employer is requested.**" **This message must also be included in the cover letter which is sent with the resume.**

**We look forward to meeting you!**